



**DEPARTMENT OF CORRECTIONS  
PROBATION AND PAROLE DIVISION  
OPERATIONAL PROCEDURE**

Procedure:	<b>PPD 6.3.415 ENHANCED/TRANSITIONAL SUPERVISION SERVICES</b>
Effective Date:	09/01/2019 <span style="float: right;">Page 1 of 5</span>
Revision Date(s):	
Reference(s):	PFB 6.2.459; PPD 6.1.203; PPD 6.3.101
Signature / Title:	/s/ Kevin Olson, Probation and Parole Division Administrator

**I. PURPOSE:**

Enhanced and/or transitional services will be used to aid offenders integrating back into the community from a facility or offenders not in compliance with their supervision conditions. Probation and Parole Division employees and the providers of enhanced/transitional services will follow established procedures and requirements to ensure the safety and welfare of the offender and community and to assist in the prevention of recidivism.

**II. DEFINITIONS:**

**Case Management Response** – A non-formal action in response to an offender’s behavior in which a Probation & Parole Officer may apply incentives or interventions based on the behavior.

- *incentive* is a response that recognizes and/or rewards desired and targeted offender behavior.
- *intervention* is a response that addresses offender violations of conditions of supervision or rules of a PPD program/facility without a Hearings Officer involvement, unless the offender refuses to agree with the given intervention.

**Community Supervision** – Probation, parole, conditional release, or any form of supervision in the community by a Department probation & parole officer.

**PFB-Programs and Facilities Bureau** – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services.

**PPD-Probation and Parole Division** – The Division oversees the Probation & Parole regional offices and interstate transfers.

**III. PROCEDURES:**

**A. REFERRAL FOR ENHANCED SERVICES:**

1. Enhanced supervision services are available as an intervention imposed when determined appropriate by a Probation & Parole (P&P) supervising Officer or Hearings Officer using *PPD 6.3.101(A) Montana Incentives/Interventions Grid for Adult Probation & Parole*.
  - a. Offender may be continued on supervision or placed in jail pending service availability.
  - b. Services will not be extended beyond the 90-day period.
  - c. Service interruptions due to a jail/sanction placement longer than 10 days must result in termination from enhanced supervision services. In order to access enhanced supervision services, offender must be re-referred.
  - d. Offender will not be responsible for the costs of the services.

2. Specific services determined appropriate by the offender's supervising P&P Officer or a Hearings Officer may be given for up to 90 days in designated locations based on the level of the intervention.
  - a. If services include a liberty interest, such as GPS monitoring, the services must be referred by a Hearings Officer through an intervention hearing.
  - b. Based on the location-specific services as outlined on *PPD 6.3.415(Attachment) ETSS Services by Location*, P&P Officer completes the applicable *PPD 6.3.415(Attachment) ETSS Referral and Offender Agreement Form* with the appropriate location and specific services. *ETSS Referral and Offender Agreement* is:
    - 1) reviewed with the offender and signed by the offender and Officer;
    - 2) reviewed with the Officer's supervisor and signed by supervisor;
    - 3) uploaded into offender's OMIS record; and
    - 4) forwarded to the provider.
  - c. When availability is confirmed by the provider and a start date established, provider will return *ETSS Referral and Offender Agreement* to the Officer and to [CORETSS@mt.gov](mailto:CORETSS@mt.gov) for the verification of invoices received.
3. If during the service period the P&P Officer determines it is appropriate to change the frequency of selected services (i.e., # of UA's, check-ins), the Officer notifies the ETSS provider and makes a chronological entry in offender's OMIS record.
4. If during the service period the P&P Officer determines it is appropriate to add new services or remove existing services, he/she will update the original *ETSS Referral and Offender Agreement* to indicate the changes made and submit to the provider. A chronological entry in offender's OMIS record is made.
5. Upon receipt of the corresponding *PPD 6.3.415(Attachment) ETSS Notice of Completion Form* from the provider, P&P Officer will upload the *Notice* into offender's OMIS record.

**B. REFERRAL FOR TRANSITIONAL SERVICES:**

1. Specific transitional supervision services are available for offenders who are being released to community supervision from prison, an assessment and sanction center, a prerelease center, or a treatment center, and a need for these services has been ordered by the Board of Pardons and Parole or identified by the receiving P&P Officer.
  - a. Services may be provided for up to the first 90 days of community supervision.
  - b. Services will not be extended beyond the 90-day period.
  - c. Service interruptions due to a jail/sanction placement longer than 10 days must result in termination from transitional services. In order to access transitional services, offender must be re-referred.
  - d. *Probationers* must voluntarily agree to the referral for transitional services unless the referral is solely for court-ordered cognitive behavioral programming.
  - e. For *parolees*, services must be ordered by the Board of Pardons and Parole in the offender's disposition.
  - f. The offender will not be responsible for the costs of the services.
2. The receiving P&P Officer will determine the specific services to be provided to the offender based on the offender's needs and individualized case plan during the investigation of an

offender's release plan.

a. Based on the location-specific services as outlined on *PPD 6.3.415(Attachment) ETSS Services by Location*, P&P Officer completes the applicable *PPD 6.3.415(Attachment) ETSS Referral and Offender Agreement Form* with the appropriate location and specific services. *ETSS Referral and Offender Agreement* is:

- 1) reviewed with the offender (by the Officer, or IPPO/program liaison if necessary) and signed;
- 2) reviewed with Officer's supervisor and signed by supervisor;
- 3) uploaded into offender's OMIS record; and
- 4) forwarded to the provider.

b. When availability is confirmed by the provider and a start date established, provider will return *ETSS Referral and Offender Agreement* to the Officer and to [CORETSS@mt.gov](mailto:CORETSS@mt.gov) for service verification purposes.

3. If during the service period the P&P Officer determines it is appropriate to change the frequency of selected services (i.e., # of UA's, check-ins), the Officer notifies the ETSS provider and makes a chronological entry in offender's OMIS record.

4. If during the service period the P&P Officer determine it is appropriate to add new services or remove existing services, he/she will update the original *ETSS Referral and Offender Agreement* to indicate the changes made and submit to the provider. A chronological entry in offender's OMIS record is made.

5. Upon receipt of the corresponding *PPD 6.3.415(Attachment) ETSS Notice of Completion Form* from the provider, P&P Officer will upload the *Notice* into offender's OMIS record.

### C. AVAILABLE SERVICES:

1. When selecting services, the least restrictive options should be chosen and the least number of services selected in order to address the offender's case management response and to achieve the purpose of ETSS.

2. Location-specific services are described on *PPD 6.3.415 (Attachment) ETSS Services by Location* and in the applicable *PPD 6.3.415(Attachment) ETSS Referral and Offender Agreement Form*.

3. Enhanced/Transitional services may include:

- a. one (1) one-on-one meeting with the ETSS service provider per week or as directed by the supervising P&P Officer or Hearings Officer;
- b. up to daily offender check-ins with provider staff which may include, but is not limited to, breathalyzer testing, meeting verifications, job verification;
- c. up to three (3) random drug/alcohol tests per week as designated by the supervising P&P Officer;
- d. development of a weekly itinerary in the community with periodic verification by provider staff;
- e. evidence-based, cognitive behavioral-based treatment/programming;
- f. job development services such as preparing resumes and preparing for interviews;
- g. 24-hour Secure, Continuous, Remote, Alcohol Monitoring (SCRAM) or other drug/alcohol testing mechanisms as approved by PFB;

- h. electronic/GPS monitoring; and
- i. assistance with application processes for needed services, including but not limited to:
  - 1) treatment/programming,
  - 2) behavioral health peer support services,
  - 3) family services, and
  - 4) reentry services:
    - housing,
    - public assistance (OPA/Medicaid),
    - budgeting and financial planning,
    - veterans,
    - vocational (Job Service/Vocational Rehab), and
    - educational.

**D. GENERAL REQUIREMENTS FOR ETSS PROVIDERS:**

1. Prior to implementation of services and annually will provide in-service training to P&P Officers.
2. The training shall include information about the service provided by the contractor, the referral process, communication strategies for providing status updates to supervising P&P Officers, and other information about the services as requested by PFB.
3. All cognitive-behavioral programming must be approved through the Department’s program approval process.
4. The provider will complete an orientation with the offender upon placement into the program and review the agreement.
5. The provider will provide status updates when requested and contact the supervising P&P Officer for any significant issues related to the offender, e.g., failed drug/alcohol test, failure to check-in daily, etc.
6. Provider staff will maintain written documentation of all scheduled meetings and communications relating to participating offenders, provide documentation to supervising P&P Officer when requested, and report on services completed at the end of the ETSS period.
7. Provider will email *ETSS Referral and Offender Agreement* to [CORETSS@mt.gov](mailto:CORETSS@mt.gov) upon an offender’s initial referral or a change (i.e., additions or removal) of service(s). Email subject line must read: “Location: Offender last name, first name, DOC#; ETSS ‘Referral’ or ‘Change.’ ”
8. Within three (3) working days of an offender’s completion of services, provider will complete and email *PPD 6.3.415(Attachment) ETSS Notice of Completion* to [CORETSS@mt.gov](mailto:CORETSS@mt.gov) and the supervising P&P Officer. Email subject line must read: “Location: Offender last name, first name, DOC#; ETSS Completion.”
9. A certificate of successful completion of cognitive-behavioral programming must be provided to the offender.

**IV. CLOSING:**

Questions regarding this procedure should be directed to the POII, Deputy Chief, Probation & Parole Bureau Chief, or Programs and Facilities Bureau.

**V. FORMS:**

PPD 6.3.415 (Attachment)	ETSS Services by Location
PPD 6.3.415 (Attachment)	ETSS Referral and Offender Agreement Form (A-C)
PPD 6.3.415 (Attachment)	ETSS Notice of Completion Form (A-C)